

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

622



**FROM:** Community Health Agency

**SUBMITTAL DATE:**  
April 4, 2007

**SUBJECT:** Approve the Outreach, Enrollment, Retention, and Utilization (OERU) County Plan and Budget.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Approve the Outreach, Enrollment, Retention, and Utilization (OERU) County Plan and Budget between the Riverside County Community Health Agency, Department of Public Health (DOPH), and the State of California Department of Health Services (CDHS), in the amount of \$4,617,658 for the period of January 1, 2007 and through June 30, 2009 (*Attachment A – State approved OERU County Plan Line-item Budget for FY06/07, FY07/08, and FY08/09*); and
- 2) Authorize the Director of Public Health to sign subsequent grant award amendments pertaining to the OERU County Plan and Budget limited to the shifting of funds between budgetary line items as needed to facilitate the delivery of program services.

Departmental Concurrence

Continued...

*Susan D. Harrington*  
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Susan Harrington, Director of Public Health

SJM:dc

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 1,099,788	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	No
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	06/07

<b>SOURCE OF FUNDS:</b> 100% State funds	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

**County Executive Office Signature** *Debra Cournoyer*  
\_\_\_\_\_  
Debra Cournoyer

Consent  
 Policy  
 Consent  
 Policy  
 Dep't Recomm.:  
 Per Exec. Ofc.:

**Prev. Agn. Ref.:** 09/12/06, item 3.17 | **District:** All | **Agenda Number:**

3.8

Subject: Approve the Outreach, Enrollment, Retention, and Utilization (OERU) County Plan and Budget.

**Background:** (Continued)

On September 12, 2006, Agenda #3.17, the Riverside County Board of Supervisors approved the Department of Public Health (DOPH) to act as the County lead agency for Outreach, Enrollment, Retention and Utilization (OERU) activities for Riverside County. The California Department of Health Services (CDHS), Medi-Cal Eligibility Branch approved our budget proposal on December 21, 2006. To meet the goals of increasing enrollment of Riverside County children in Healthy Families and Medi-Cal programs the DOPH will conduct culturally and linguistically appropriate community based outreach events and activities; and will increase the availability of culturally and linguistically appropriate certified application assistants (CAAs) in the community. County Allocations may be used only to fund activities provided in each of the designated fiscal years and in accordance with the approved plan and budget for the fiscal year.

**Financial Information:**

OERU activities will be funded by the State at 100%. The OERU County Plan and Budget covers three fiscal years; the funding amounts are reflected in the table below:

Fiscal Year	FY2006 – 2007 01/01/07 – 06/30/07	FY2007 - 2008 07/01/07 – 06/30/08	FY2008-2009 07/01/08 – 06/30/09
State Funds	\$1,099,788	\$1,758,935	\$1,758,935
<b>Total Contract Amount:</b>			<b>\$4,617,658</b>

Annual funding amounts are subject to legislative approval and annual state appropriations.

Future Fiscal Year funding will be included in the County budget submission.

**Form 11 Attachment  
Contract/Lease/Purchase Summary Data**

- |                                                     |                                           |                                             |
|-----------------------------------------------------|-------------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> <b>Contract</b> | <input type="checkbox"/> <b>Lease</b>     | <input type="checkbox"/> <b>Purchase</b>    |
| <input type="checkbox"/> Approval/Renewal           | <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Sole Source        |
| <input type="checkbox"/> Sole Source                | <input type="checkbox"/> Multi-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input type="checkbox"/> Personal Services          | <input type="checkbox"/> Equipment        | <input type="checkbox"/> Change Order       |
| <input type="checkbox"/> Independent Contractor     | <input type="checkbox"/> Real Property    |                                             |
| <input type="checkbox"/> Other than low Bid         | <input type="checkbox"/> Change Order     |                                             |
| <input type="checkbox"/> Change Order               |                                           |                                             |

<b>User Department:</b>	Community Health Agency
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<b>Vendor/Lessor Name:</b>	State of California, Department of Health Services (CDHS)
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<b>Vendor/Lessor Location:</b>	Sacramento, CA
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Selection Committee Member Names (RFP=s Only)
Minority

**Applicable Board Policy #**

**Comments:**

**RFQ/RFP Process:**

- Date Mailed:
- Response Date:
- # of Responses:
- # of Qualified Responses:

**Bidding Process:**

- Bid Range: \$ To: \$
- Local Bid Range: \$ To: \$
- Responsive and
- Responsible Bid Range: \$ To: \$
- Local Performance Award Cost \$ To: \$
- (5% maximum preference)
- Local Preference FYTD: Cost \$ To: \$

**Contract/Lease Renewals Only  
Proposed Differences**

Existing Agreement Items

Proposed Agreement Items

1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability

## OERU

Riverside County

Budget Narrative

Fiscal Year 2006-07, 2007-08, 2008-09

**APPROVED**

<b>I. Personnel Expenses</b>	
Anticipated COLAs per Union agreements incorporated for FY07/08 & FY08/09 @ 4% per year for all FTE's	
<b>Full-Time Staff</b>	
CHA Program Coordinator II (1.0 FTE)	Responsible for day to day operations for implementation and monitoring of OERU plan, monitors subcontractors, locates vendors, and facilitates OERU Coalition meetings
Health Services Assistant (11.0 FTE)	Conduct outreach activities, perform application assistance, conducts follow-up contacts with clients, create client records and enter data in program database
Health Education Assistant II (1.0 FTE)	Develops brochures and print media for program promotion, creates advertising, orders and maintains supply of educational materials and incentive items, coordinates staffing for outreach events
Office Assistant II (1.0 FTE)	Performs general clerical services for program, maintains and orders office supplies, answers toll-free phone line
<b>Part-Time Staff</b>	
Branch Chief (0.02 FTE)	Responsible for administration of all programs within Children's Medical Services including review and approval of annual plans, reports, and budgets
Administrative Services Officer (0.02 FTE)	Responsible for monitoring program budgets, position control, review of invoices, preparation of budget revisions
Nurse Manager (0.1 FTE)	Responsible for oversight of program and monitoring completion of Scope of Work, supervision of CHA Program Coordinator II, Coalition Participation
Bilingual Pay	First FY: 12 FTE x 2080 annual hours x \$0.50 hr = \$12,480 div by 12 mos and multiply by number of months in first FY (6) = \$6,240. Second FY & Third FY: 12 FTE x 2080 annual hours x \$0.50 = \$12,480 each FY.
Benefit Rates	Benefit rates determined by the County of Riverside Executive Office and are the standard for Riverside County.
<b>II. Operating Expenses</b>	
Rent	Rent/Lease costs (the management fee is for administration of the lease, and is a County Standard). Also lease increases are according to contracts on file with Riverside County Facilities Department: FY06/07: Costs for location at Sherman Facility \$81,415 + 6,784.58, (monthly management fees of 4%) for a total of \$84,671.60 or \$2.59 a square foot for FY 06/07. (For 6 out of 12 months = 42,335.80). FY07/08: Anticipated rate of increase 3% per year adjustment for each subsequent FY. Total costs for FY07/08 = 84,671.60 * 3% + 84,657.12 = \$87,211.75 or \$2.78 square foot. FY08/09: Anticipated rate of increase 3% per year adjustment for each subsequent FY. Total costs for FY08/09 = 87,211.75 * 3% + 87,211.75 = \$89,828.10 or \$2.86 square foot.
Office Equipment (i.e. computer, printer, fax, copier)	Includes the costs for the 8 CMS based positions (1.0 CHA Program Coordinator II, 1.0 Office Assistant III, 1.0 Health Educator Assistant, and 5.0 Health Services Assistants). Desktop Computer, printer, software for the CMS FTE's 8 @ 1,822.58 = \$14,581. + 1 Fax Muratec F320 @ \$1,147 and 1 Copier @ \$4,995. Total for this line item = \$14,581 + \$1,147 + \$ 4,995 = \$20,723. Start up Cost only.
Equipment Maintenance (repair/replace)	No anticipated charges for the First FY, because equipment for use during this contract are being purchased new. Includes anticipated costs for maintenance and repair of (computers, printers, fax, copiers, portable printers, signature pads, wheeled carriers etc. Also includes maintenance (i.e. toner, drum kit etc.). Increase in FY08/09 represents the need to replace/repair equipment due to age.

**OERU**  
Riverside County  
*Budget Narrative*  
Fiscal Year 2006-07, 2007-08, 2008-09

Laptop	This is an initial one-time purchase of laptops, portable printers, signature pads, portable copiers, wheeled carrier etc. for Health Service Assistants to meet the needs of clientele during field work; cost are for first FY only. \$2,717.45 x 11 FTE = \$29,892 for Laptops, signature pads, portable printer, carriers, software. 6 portable copiers @ 233.00 = \$1,165 (to support CMS office based staff, portable copiers are not needed for clinic based staff). Start up Cost only.
Laptop replacement/repair	No anticipated charges for the First FY, because equipment for use during this contract are being purchased new. Includes anticipated costs for maintenance and repair or replacement of one Laptop for each subsequent FY.
Workstation cubicle(s)/fixed office space (8.0 FTE)	Includes the costs for the 8 Children's Medical Services (CMS) based positions (1.0 Public Health Coordinator, 1.0 Office Assistant III, 1.0 Health Educator Assistant, and 5.0 Health Services Assistants) = 8 x \$6,500. Start up cost only.
Utilities	This covers utilities, water/electricity etc. These costs are not covered in the rent and/or lease management fee (4%). Costs for 6 months, \$9,000; Cost for second 12 month period, \$18,000; Cost for third FY 18,000 + 3% = 18,540.
Communication	Includes costs attributable to program dedicated telephone lines, voice mail, faxes, communication department services, cell phones and air cards (wireless internet connection for laptops). Includes, 1-800 number set up and monthly anticipated expenses. Costs for 6 months, \$21,000; Cost for second 12 month period, \$42,000; Cost for third FY \$42,000 + 3% = \$43,260.
Advertising	Costs associated with making the public aware of program via print, media, etc.
IT Support	Costs associated with IT: E-mail, / internet usage charges for both County and Departmental support charged to program. Riverside County considers expenses Direct if they are tied to specific charges. (Charges that are being billed directly and can be specifically identified). Also these costs are not part of the County Wide Cost Allocation Plan (CoWCAP) for Overhead, which includes Indirect internal and Indirect external percentages determined by the Auditor Controller of Riverside County. Costs for 6 months, \$12,000; Cost for second 12 month period, \$24,000; Cost for third FY 24,000 + 3% = \$24,720.
Administrative Support	Includes pre-employment services, including recruitment, advertising, fingerprinting, DOJ clearance and drug-testing, etc. Riverside County considers expenses Direct if they are tied to specific charges. (Charges that are being billed directly and can be specifically identified). Also these costs are not part of the County Wide Cost Allocation Plan (CoWCAP) for Overhead, which includes Indirect internal and Indirect external percentages determined by the Auditor Controller of Riverside County. Costs for 6 months, \$40,000; Cost for second 12 month period, \$80,000; Cost for third FY \$80,000 + 3% = \$82,400.
Janitorial Services	This covers janitorial services, maintenance (repairs), building and grounds-keeping, and various facility related expenses (leaks etc). These costs are not covered in the rent and/or lease management fee (4%). Costs for 6 months, \$3,750; Cost for second 12 month period, \$7,800; Cost for third FY \$7,800 + 3% = \$7,725.

# OERU

## Riverside County

### Budget Narrative

Fiscal Year 2006-07, 2007-08, 2008-09

Data Processing	Costs associated with Data Processing: data lines, internet and broadband, usage charges for both County and Departmental support charged to program. Riverside County considers expenses Direct if they are tied to specific charges. (Charges that are being billed directly and can be specifically identified). Also these costs are not part of the County Wide Cost Allocation Plan (CoWCAP) for Overhead, which includes Indirect Internal and Indirect external percentages determined by the Auditor Controller of Riverside County. Costs for 6 months, \$2,600; Cost for second 12 month period, \$5,200; Cost for third FY \$5,200 + 3% = \$5,356.
OASIS (HR/Financials)	Charges for the per-line transaction charges from OASIS, Riverside County's accounting (Financials) and the human resources data systems (HRMS). The charge per line item is approximately \$5.00. Also included is the share of the project's use of reports and other data from both systems. Riverside County considers expenses Direct if they are tied to specific charges. (Charges that are being billed directly and can be specifically identified). Also these costs are not part of the County Wide Cost Allocation Plan (CoWCAP) for Overhead, which includes Indirect Internal and Indirect external percentages determined by the Auditor Controller of Riverside County. Costs for 6 months, \$17,600; Cost for second 12 month period, \$35,200; Cost for third FY \$35,200 + 3% = \$36,256.
Computer Supplies	Includes cost of supplies and equipment needed for daily operation of the office (books/publications, office supplies, paper, postage, forms etc). Cost for 6 months \$6,000; Cost for second year = \$9,000; Cost for third and final contract year = \$12,000.
Office Supplies	Includes cost of supplies and equipment needed for daily operation of the office (books/publications, office supplies, paper, postage, forms etc). Cost for 6 months \$20,000; Cost for second year = \$34,000; Cost for third and final contract year = \$30,000.
Printing / Duplicating	Includes Copier Maintenance, Photocopying Charges, Printing Charges, and Micrographic Services. Also includes brochures, post-cards and outreach flyers. Costs for 6 months, \$12,000; Cost for second 12 month period, \$24,000; Cost for third FY \$23,157.18.

# OERU

Riverside County

Budget Narrative

Fiscal Year 2006-07, 2007-08, 2008-09

Postage / Mailing	Costs for 6 months, \$8,000; Cost for second 12 month period, \$16,000; Cost for third FY 16,000 + 3% = \$16,480.
Travel	Includes County Car Usage Expense (when an employee uses a county car rather than incur private mileage charges), Fuel, Lodging, Meals, Private Mileage Reimbursement @ \$.445 a mile, Public Service Transportation, Car Rentals, and Miscellaneous Travel Expenses. Riverside County encompasses an area of nearly 7200 square miles.
Incentive/Promotional Items	Costs associated with items purchased to distribute to the public for program promotion. During the 1st budget cycle expenses will be higher due to customizing and message template creation ("artwork" charges); the program will reach 12,000 people the first year. During the Second budget cycle FY07/08 the program will reach an additional 25,000 people. During the third year the program will again reach an additional 25,000 people. The incentive/promotional items over the course of the three years is approximately \$1.04 ea. Total for three years = 64,374 divided by number of people reached (12,000 + 25,000 + 25,000) = 62,000. $64,374/62,000 = \$1.04$ each.
Training	Includes costs for CAA training and update programs. Training \$2,500. Update \$1,600. FY06/07 1 of for each training classes offered. FY07/08 and FY08/09 2 of each training classes offered.
Data Collection and Program Evaluation	Costs include Database design, data analysis and report generation will be managed by the Department of Public Health's Epidemiology and Program Evaluation Branch. This Branch will be responsible for compiling all reports required by the State for this specific program.
Indirect Costs (15%)	Capped at 15% by Funding Source. According to Riverside County Cost Allocation Plan on file with the Executive Office: Actuals in FY05-06 - Indirect Internal 28.89% and Indirect External 2.16%. In order to cover these mandated expenses Riverside County will have to support \$741,134.11 by use of Net County Dollars over the length of the contract.
<b>Sub-contractors/Collaborative Partnerships</b>	
Subcontract 1	Subcontractors are not named at this time.
Subcontract 2	Riverside County is required to follow an RFP process to select best qualified and cost efficient partners. However, an estimate of projected expenses has been budgeted.
Subcontract 3	
Additional Notes: The County of Riverside will invoice for costs incurred under this plan on a quarterly basis in arrears. The allocation funds will only be used to fund activities in accordance with the County's approved OERU plan and budget for each fiscal year. Funding for pre-existing OERU activities are identified in the face sheet. The allocation funds will not be used to supplant any existing services, but will be used to supplement them or replace them when existing First 5 funding terminates. The allocation funds will not be used for any activity otherwise reimbursed to the county by any other grant or government agency, including application enrollment assistance reimbursement and Medi-Cal Administrative claiming.	

**APPROVED**

Revised 11/20/2006

Children's Health Coverage  
Outreach, Enrollment, Retention and Utilization Activities

Line-Item Budget Proposal

County: Riverside

Proposal Expenses	County Allocation Funding			Total Project Budget			
	Fiscal Year 2006-2007	Fiscal Year 2007-2008	Fiscal Year 2008-2009	Total	Fiscal Year 2007-2008	Fiscal Year 2008-2009	Total
<b>Personnel</b>							
<b>Full-Time Staff</b>							
CHA Program Coordinator II (1.0 FTE)	\$ 31,272.80	65,047.42	67,649.32	163,969.54	\$ -	\$ -	163,969.54
Health Services Assistant (11.0 FTE)	\$ 172,858.40	359,545.47	373,927.29	906,331.16	\$ -	\$ -	906,331.16
Health Education Assistant II (1.0 FTE)	\$ 26,137.60	44,172.54	45,939.45	116,249.59	\$ -	\$ -	116,249.59
Office Assistant II (1.0 FTE)	\$ 18,342.40	30,998.66	32,238.60	81,578.66	\$ -	\$ -	81,578.66
<b>Part-Time Staff</b>							
Branch Chief (0.02 FTE)	\$ 1,149.41	2,072.00	2,154.88	5,376.29	\$ -	\$ -	5,376.29
Administrative Services Officer (0.02 FTE)	\$ 854.63	1,540.61	1,602.24	3,997.48	\$ -	\$ -	3,997.48
Nurse Manager (0.1 FTE)	\$ 5,185.20	9,347.19	9,721.07	24,253.46	\$ -	\$ -	24,253.46
Bilingual Pay (12.0 FTE) (.50 per Hour Worked)	\$ 6,240.00	12,480.00	12,480.00	31,200.00	\$ -	\$ -	31,200.00
Benefits: FTE(0.02 as 2PK); FTE(0.04 as 0.1%); FTE(0.09 as 10%)	\$ 117,463.56	241,646.31	251,573.62	610,683.50	\$ -	\$ -	610,683.50
<b>Total Personnel:</b>	\$ 379,504.00	\$ 766,850.20	\$ 797,286.47	\$ 1,943,640.68	\$ -	\$ -	\$ 1,943,640.68
<b>Operating Expenses</b>							
Rent	\$ 42,335.80	\$ 87,211.75	\$ 89,828.10	\$ 219,375.65	\$ -	\$ -	\$ 219,375.65
Office Equipment (computer/printer/fax/copier) (8.0 FTE)	\$ 20,723.00	\$ -	\$ -	\$ 20,723.00	\$ -	\$ -	\$ 20,723.00
Equipment Maintenance (repair/replaces)	\$ -	\$ 6,652.80	\$ 8,000.00	\$ 14,652.80	\$ -	\$ -	\$ 14,652.80
Laptop wheeled carrier/portable printer/signature pad and 5 portable copiers(11.0 FTE)	\$ 31,057.00	\$ -	\$ -	\$ 31,057.00	\$ -	\$ -	\$ 31,057.00
Laptop replacement/repair	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Workstation cubicle(s)/fixed office space (8.0 FTE)	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00	\$ -	\$ -	\$ 52,000.00
Utilities	\$ 9,000.00	\$ 18,000.00	\$ 18,540.00	\$ 45,540.00	\$ -	\$ -	\$ 45,540.00
Communication Services	\$ 21,000.00	\$ 42,000.00	\$ 43,260.00	\$ 106,260.00	\$ -	\$ -	\$ 106,260.00
Advertising	\$ 61,120.00	\$ 75,800.00	\$ 38,740.00	\$ 175,660.00	\$ -	\$ -	\$ 175,660.00
IT Support	\$ 12,000.00	\$ 24,000.00	\$ 24,720.00	\$ 60,720.00	\$ -	\$ -	\$ 60,720.00
Administrative Support	\$ 40,000.00	\$ 80,000.00	\$ 82,400.00	\$ 202,400.00	\$ -	\$ -	\$ 202,400.00
Janitorial Services	\$ 3,750.00	\$ 7,500.00	\$ 7,725.00	\$ 18,975.00	\$ -	\$ -	\$ 18,975.00
Data Processing	\$ 2,600.00	\$ 5,200.00	\$ 5,356.00	\$ 13,156.00	\$ -	\$ -	\$ 13,156.00
OASIS (HR/Financials)	\$ 17,600.00	\$ 35,200.00	\$ 36,256.00	\$ 89,056.00	\$ -	\$ -	\$ 89,056.00
Computer Supplies	\$ 6,000.00	\$ 9,000.00	\$ 12,000.00	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00
Office Supplies	\$ 20,000.00	\$ 34,000.00	\$ 30,000.00	\$ 84,000.00	\$ -	\$ -	\$ 84,000.00
Printing/Duplicating	\$ 12,000.00	\$ 24,000.00	\$ 23,157.18	\$ 59,157.18	\$ -	\$ -	\$ 59,157.18
Postage/Mailing	\$ 8,000.00	\$ 16,000.00	\$ 16,480.00	\$ 40,480.00	\$ -	\$ -	\$ 40,480.00
Travel	\$ 35,000.00	\$ 44,500.00	\$ 45,835.00	\$ 125,335.00	\$ -	\$ -	\$ 125,335.00
Incentive Items	\$ 23,550.00	\$ 15,000.00	\$ 25,824.00	\$ 64,374.00	\$ -	\$ -	\$ 64,374.00
Training	\$ 4,100.00	\$ 8,200.00	\$ 8,200.00	\$ 20,500.00	\$ -	\$ -	\$ 20,500.00
Data Collection and Program Evaluation	\$ 43,480.00	\$ 43,480.00	\$ 28,887.00	\$ 115,947.00	\$ -	\$ -	\$ 115,947.00

Children's Health Coverage  
Outreach, Enrollment, Retention and Utilization Activities

Revised 11/20/06

Line-Item Budget Proposal

County: Riverside

Proposal Expenses	County Allocation Funding			Total Project Budget			
	Fiscal Year 2006-2007	Fiscal Year 2007-2008	Fiscal Year 2008-2009	Fiscal Year 2005-2007	Fiscal Year 2007-2008	Fiscal Year 2008-2009	Total
Indirect Costs (15%)	\$ 164,988.20	\$ 263,840.25	\$ 263,840.25	\$ 176,515.97	\$ 282,309.07	\$ 282,309.07	1,433,782.81
<b>Total Operating Expenses:</b>	\$ 630,284.00	\$ 842,084.80	\$ 811,648.53	\$ 176,515.97	\$ 282,309.07	\$ 282,309.07	3,025,151.44
* (Cannot exceed 15% of total funds allocated) (County Wide Cost Allocation Plan (CoWCAP) Actuals in FY05-06 - Indirect Internal 28.89% and Indirect External 2.16%)							
<b>Other:</b>							
<b>Sub-contractors/Collaborative Partnerships</b>							
AmeriCorps Contract							
Subcontractor 1	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	130,000.00
Subcontractor 2	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	130,000.00
Subcontractor 3	\$ 30,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	130,000.00
<b>Total other cost:</b>	\$ 90,000.00	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	390,000.00
<b>TOTAL:</b>	\$ 1,099,788.00	\$ 1,758,935.00	\$ 1,758,935.00	\$ 176,515.97	\$ 282,309.07	\$ 282,309.07	5,358,792.11